



# **J O B   O P P O R T U N I T Y**

## **INDUSTRIAL RELATIONS COUNSEL I, II, III (Specialist) or IV**

### **DEPARTMENT OF INDUSTRIAL RELATIONS OFFICE OF THE DIRECTOR, LEGAL UNIT**

**Salary:**

<b>IRC I</b>	<b>\$5,638 - \$6,818</b>
<b>IRC II</b>	<b>\$6,347 - \$7,828</b>
<b>IRC III</b>	<b>\$7,682 - \$9,478</b>
<b>IRC IV</b>	<b>\$8,486 - \$10,477</b>

**Location:** San Francisco, Sacramento and Los Angeles  
Several positions exist within these locations, including one Privacy Officer\*  
Attorney position.

**Duties:** Industrial Relations Counsel I, II, III and IV (Attorneys) for OD-Legal provide legal advice and representation in the following areas of law: Labor and Employment; California Public Works; California Apprenticeship; Workers' Compensation; Traditional Labor law; Information Practices; Bankruptcy, Legislation and Rulemaking; Legal Ethics; and Privacy law, among others. Attorneys also serve as Administrative Hearing Officers. \*Privacy Officer duties include: conduct legal research; develop privacy policies and procedures for collecting, using and disclosing department records containing personal information; develop and deliver annual privacy training and awareness programs; collaborate with the department Information Security Officer in responding to security incidents involving personal information; monitor and evaluate compliance with privacy policies and procedures; provide legal advice and representation on privacy impact of department programs and systems involving personal information; evaluate and develop statutory and regulatory proposals.

**Minimum Qualifications:** IRC series classification specifications may be located at the following State Personnel Board (SPB) website: <http://www.dpa.ca.gov/textdocs/specs/s5/s5978.txt>

**Who Should Apply:** Current State employees who are eligible for transfer or list appointment to the above class(es), as well as individuals who possess the minimum qualifications as stated in the IRC I-IV classification specifications, may apply by sending a resume to:

Department of Industrial Relations  
Office of the Director – Legal Unit  
P.O. Box 420603 San Francisco, CA 94142  
**Attention: Vanessa Holton**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

**Positions Open Until Filled**